



State of Arizona
Department of Education

Jaime A. Molera

Superintendent of
Public Instruction

June 10, 2002
CN 52-02

MEMORANDUM

TO: New Administrators of the National School Lunch, Breakfast and Special Milk Programs

FROM: Rick Hall, MS, RD
Program Director
Child Nutrition Programs

SUBJECT: School Nutrition Programs Application – School Year 2002-2003

Thank you for your interest in the National School Lunch, Breakfast and/or Special Milk Programs. Please read the enclosed information carefully, then complete and return the State of Arizona Substitute W-9 form and two copies of the 2002-2004 Food Program Food Service Agreement to:

Arizona Department of Education
Student Services, Child Nutrition Programs
1535 West Jefferson Street, Bin #7
Phoenix, AZ 85007

You must attend a Training Seminar prior to program approval. Please review the enclosed brochure for complete descriptions and schedules of all professional training seminars. Once you have attended the required training (i.e., Food Distribution, Nutrition Track, and Business Track NSLP training), you must submit an on-line application to participate in the programs. Application procedures will be discussed during the required training. You will not be able to claim meals until your application has been approved. We cannot retroactively reimburse for meals that were served before the approval of your Food Program Food Service Agreement and your on-line application.

Additional information and downloadable program forms can be found on our Web Site at **<http://www.ade.az.gov/health-safety/cnp/>**

If you have any questions about the application process or need more information, feel free to contact Tracey Nissen at (602) 542-8708. You may also contact us through our switchboard at (602) 542-8700 or toll-free at (800) 352-4558.